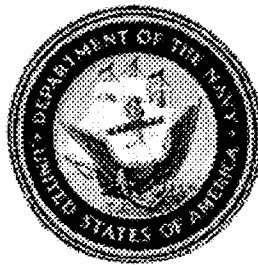


# IMMIGRATION VISAS



## QUESTIONS AND ANSWERS



NAVAL LEGAL SERVICE OFFICE DETACHMENT  
U.S. NAVAL STATION ROTA

PSC 819 BOX 46  
FPO AE 09645-2200  
COMM 956-82-2531/2532/2533/2534/2535/2536  
DSN 727

## IMMIGRATION VISAS

In order to obtain an Immigration Visa the **petitioner**, the military member, and the **beneficiary**, the military spouse, will have to take the following steps:

### **STEP 1 - Filling out Form I -130, Petition For Alien Relative and gathering the necessary documents:**

Military Member/Petitioner

1. Fill out an I-130 Form (one for each beneficiary)
2. Fill out a G-325A Form (one for the petitioner and one for the beneficiary (only spouses, not children)
3. Obtain a copy of your military orders
4. Show proof of U.S. citizenship (passport, birth certificate, etc.)
5. Obtain a copy of your marriage certificate. If you or your spouse were previously married, a copy of your divorce decree is also needed. If it is in a language other than English, it needs to be translated.
6. Photographs (one of each). You can get these done at the NEX Photo Lab.
7. US Postal Money Order for \$185.00 for each I-130 application. Must be made out to the American Embassy Madrid. **THEY DO NOT ACCEPT PERSONAL CHECKS!!!**

### **STEP 2 - When you have collected all the documents, you can mail them to:**

Department of Homeland Security-Immigration  
American Embassy Madrid  
PSC 61, Box 33  
APO AE 09642

### **STEP 3 - Filling out Visa Forms that will be sent to you by the consulate.**

### **STEP 4 - The immigrant visa interview.**

### **STEP 5 - The visa is approved and issued.**

If you need further assistance, call LN3 Croop at the Naval Legal Service Office Detachment, Rota, at X2531.

**CHECK LIST FOR I-130 PETITION FOR ALIEN RELATIVE**

**FOR SPOUSE**

**FORMS**

I-130 completed and signed by the U.S. citizen \_\_\_\_\_  
G-325A completed and signed by the Petitioner \_\_\_\_\_  
G-325A completed and signed by the Beneficiary \_\_\_\_\_

**FEE**

~~185.00~~  
\$ ~~130.00~~ Paid \_\_\_\_\_

**PROOF OF CITIZENSHIP**

Birth Certificate \_\_\_\_\_  
U.S. passport \_\_\_\_\_  
Naturalization certificate \_\_\_\_\_  
Report of birth abroad \_\_\_\_\_ (If born abroad through U.S.C. parents)

**MARITAL STATUS**

Marriage Certificate \_\_\_\_\_  
Divorce Decree \_\_\_\_\_ (One copy for all previous marriages)  
Death Certificate \_\_\_\_\_  
Other \_\_\_\_\_

**PHOTOS**

Petitioner (1) \_\_\_\_\_  
Beneficiary (1) \_\_\_\_\_

**PROOF OF RESIDENCE IN SPAIN FOR THE U.S. CITIZEN**

Tarjeta de Residencia \_\_\_\_\_  
Certificado de Empadronamiento \_\_\_\_\_  
Military orders \_\_\_\_\_  
Other \_\_\_\_\_

**TRANSLATIONS OF ALL DOCUMENTS INTO ENGLISH**

\_\_\_\_\_

**CHECK LIST FOR I-130 PETITION FOR ALIEN RELATIVE**

**FOR CHILD**

**FORMS**

I-130 completed and signed by the U.S. citizen \_\_\_\_\_

**FEE**

\$ 130.00 Paid \_\_\_\_\_

**PROOF OF CITIZENSHIP**

Birth Certificate \_\_\_\_\_  
U.S. passport \_\_\_\_\_  
Naturalization certificate \_\_\_\_\_  
Report of birth abroad \_\_\_\_\_ (If born abroad through U.S.C. parents)

**IF THE PETITIONER IS THE MOTHER**

Child's Birth Certificate \_\_\_\_\_ (showing the mother's name)

**IF THE PETITIONER IS THE FATHER OR THE STEP-PARENT**

Child's Birth Certificate \_\_\_\_\_ (showing both parents' names)  
Marriage Certificate of petitioner \_\_\_\_\_  
Document to show that previous marriage legally ended \_\_\_\_\_ (if any)

**PROOF OF RESIDENCE IN SPAIN FOR THE U.S. CITIZEN**

Tarjeta de Residencia \_\_\_\_\_  
Certificado de Empadronamiento \_\_\_\_\_  
Military orders \_\_\_\_\_  
Other \_\_\_\_\_

**TRANSLATIONS OF ALL DOCUMENTS INTO ENGLISH**

\_\_\_\_\_

**IF FOR ADOPTIVE CHILD**

Certified copy of the adoption decree \_\_\_\_\_  
Legal custody decree or document proving custody of the child before adoption \_\_\_\_\_  
Statement showing the dates and places they have lived together with the child \_\_\_\_\_

# U. S. IMMIGRATION & NATURALIZATION SERVICE

## COLOR PHOTOGRAPH SPECIFICATIONS



IDEAL PHOTOGRAPH

IMAGE MUST FIT INSIDE THIS BOX



THE PICTURE AT LEFT IS IDEAL SIZE, COLOR, BACKGROUND, AND POSE. THE IMAGE SHOULD BE 30MM (1 3/16 IN) FROM THE HAIR TO JUST BELOW THE CHIN, AND 26MM (1 IN) FROM LEFT CHEEK TO RIGHT EAR. THE IMAGE MUST FIT IN THE BOX AT RIGHT.

### THE PHOTOGRAPH

\* THE OVERALL SIZE OF THE PICTURE, INCLUDING THE BACKGROUND, MUST BE AT LEAST 40MM (1 9/16 INCHES) IN HEIGHT BY 35MM (1 3/8 IN) IN WIDTH.

\* PHOTOS MUST BE FREE OF SHADOWS AND CONTAIN NO MARKS, SPOTCES, OR DISCOLORATIONS.

\* PHOTOS SHOULD BE HIGH QUALITY, WITH GOOD BACK LIGHTING OR WRAP AROUND LIGHTING, AND MUST HAVE A WHITE OR OFF-WHITE BACKGROUND.

\* PHOTOS MUST BE A GLOSSY OR MATTE FINISH AND UN-RETOUCHED.

\* POLAROID FILM HYBRID #5 IS ACCEPTABLE, HOWEVER SX-70 TYPE FILM OR ANY OTHER INSTANT PROCESSING TYPE FILM IS UNACCEPTABLE. NON-PEEL APART FILMS ARE EASILY RECOGNIZED BECAUSE THE BACK OF THE FILM IS BLACK. ACCEPTABLE INSTANT COLOR FILM HAS A GRAY-TONED BACKING.

### THE IMAGE OF THE PERSON

\* THE DIMENSIONS OF THE IMAGE SHOULD BE 30MM (1 3/16 INCHES) FROM THE HAIR TO THE NECK JUST BELOW THE CHIN, AND 26MM (1 INCH) FROM THE RIGHT EAR TO THE LEFT CHEEK. IMAGE CANNOT EXCEED 32MM BY 28MM (1 1/4 IN X 1 1/16 IN).

\* IF THE IMAGE AREA ON THE PHOTOGRAPH IS TOO LARGE OR TOO SMALL, THE PHOTO CANNOT BE USED.

\* PHOTOGRAPHS MUST SHOW THE ENTIRE FACE OF THE PERSON IN A 3/4 VIEW SHOWING THE RIGHT EAR AND LEFT EYE.

\* FACIAL FEATURES MUST BE IDENTIFIABLE.

\* CONTRAST BETWEEN THE IMAGE AND BACKGROUND IS ESSENTIAL. PHOTOS FOR VERY LIGHT SKINNED PEOPLE SHOULD BE SLIGHTLY UNDER-EXPOSED. PHOTOS FOR VERY DARK SKINNED PEOPLE SHOULD BE SLIGHTLY OVER-EXPOSED.

### SAMPLES OF UNACCEPTABLE PHOTOGRAPHS



INCORRECT POSE



IMAGE TOO LARGE



IMAGE TOO SMALL



IMAGE TOO DARK  
UNDER-EXPOSED



IMAGE TOO LIGHT



DARK BACKGROUND



OVER-EXPOSED



SHADOWS ON FACE